

## Requisition Summary

It is important that all Requisitions are approved by month end. To determine which Requisitions have not been approved, you need to run the Requisition Summary process. Step-by-step procedures are listed below:

- Select (field office) PO Inquiry from the STARS list of responsibilities.
- Double click on Requisitions
- Double click on Requisition Summary
- Click on the Status tab in the middle of the screen
- Click on Approval and click on “Incomplete”
- Click on Deliver To and select appropriate location
- Click on Distributions in the lower right corner
- Click Find at the bottom right corner of the screen
- Click on Folder
- Click on Open
- Click on REQ DIST and click OK.
- To export the file to a spreadsheet to review, click on File and click on Export.
- Click Open and the spreadsheet will appear on the screen.
- At this point, you may manipulate the file any way you want to.
- Review the orders that pertain to your office.
- Repeat the steps above for the following status codes:
  - In Process
  - Pre-Approved
  - Rejected
  - Returned

Take the necessary steps to get the orders out of the above status codes. The only valid status code at month end is Approved. Please reference [http://stars1.energy.gov/stars\\_ref/](http://stars1.energy.gov/stars_ref/), Purchasing, Reference Documents, Using the Notifications Window, Viewing Notifications from a Web Browser for instructions on how to get orders out of these status codes. If you have any questions, please contract the Help Desk at 301-903-2500.

Shirley Barker  
5/18/05